

Title: Contract Negotiation Specialist
PG: 47
Status: Civil Service
Position Reports to: Contracts Administrator
Department: Lakeland Electric

Class Code: 3821
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

This is a responsible professional position which provides contract and negotiation support for engineers, department and division managers under the supervision of Contracts Administrator within the Contracts Services Section of the General Services Division of Lakeland Electric. The Position does extensive work with outside firms on the negotiation, preparation, and administration of contracts, agreements, renewals and addendums. Work also involves the planning, preparation, justification, and coordination of Lakeland Electric contractual items appearing on the City Commission agendas with Lakeland Electric management staff and City of Lakeland management staff.

ESSENTIAL FUNCTIONS:

1. Oversees planning and preparation of technical justification memoranda through Lakeland Electric's General Manager for contractual items appearing on City Commission agendas.
2. Coordinates legal and City Commission agenda items with the City Attorneys and the City Manager's office.
3. Coordinates liability, insurance and risk contractual items with the Director of Risk Management.
4. Negotiates, prepares and administers Lakeland Electric's personal services contracts, continuing contracts (without outside firms performing work for the City of Lakeland) Municipal Engineering Surveying, Environmental, Lime By-Product, Geo-Technical, Electric Power Engineering, and Non-disclosure Agreements and insures compliance.
5. Oversees the preparation of Task Authorizations with firms on continuing contract with the City of Lakeland and Lakeland Electric.
6. Assists Contracts Administrator in the review of Requests for Proposals (RFPs), Requests for Quotations (RFQs), Requests for Information (RFIs), and the planning and execution of the Competitive Consultants Negotiation Act (CCNA) process to insure compliance with the Florida Statutes.
7. Generates and transmits oral and written information on status of projects to Contracts Administrator, General Manager, and the Lakeland Electric Management Team.
8. Audits contracts for compliance with terms and conditions and take appropriate corrective action when necessary.
9. Advises Contracts Administrator and other members of the Lakeland Electric Management Team on contractual issues and offers solutions or facilitates the work process.
10. Compiles and produces monthly Contracts/Right-of-Way Progress Reports.

ADDITIONAL RESPONSIBILITIES:

1. Provides guidance and direction to office personnel regarding tracking of contract information, task authorizations, and correspondence.
2. Performs related work as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Extensive knowledge of contractual and negotiation practices and the policies and procedures established by the City of Lakeland and Lakeland Electric.
2. Extensive knowledge and application of contract law.
3. Knowledge of applicable Florida Statutes to insure compliance with the CCNA process.
4. Strong project management skills.
5. Strong verbal, written, public speaking and interpersonal skills.

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6. Ability to gather, synthesize and integrate relevant complex and technical data and compile into appropriate documentation.
7. Ability to negotiate contracts applying Florida Statutes, Florida Sunshine Laws and City of Lakeland guidelines and policies.
8. Ability to conduct research regarding property ownership, encumbrances, and interpret legal description, ordinances and resolutions.
9. Ability to interpret regulations and laws and disseminate information.
10. Ability to establish priorities, deal successfully with multiple priorities, and meet deadlines.
11. Ability to identify problems and recommend and/or take appropriate corrective action.
12. Ability to use specialized hardware and software to oversee, gather, disseminate and communicate key information to utility management and executive team to affect successful outcome of strategic initiatives.
13. Ability to work in a political environment and deal with sensitive and confidential issues calmly and effectively.

WORKING ENVIRONMENT/CONDITIONS:

Requires sedentary work that involves walking or standing some of the time, exerting up to 10 pounds of force on a recurring basis, and routine keyboard operations.
The job risks exposure to no significant environmental hazards.
The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):

1. Graduation from an accredited four (4) year college or university with a degree in business administration, organizational management or a related field.
2. Four (4) years of progressively responsible administrative or legal experience. Experience in contract negotiation preferred.
3. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.

SPECIAL REQUIREMENTS

1. Must possess and maintain a valid State of Florida Driver's License.
2. Must possess and maintain a valid telephone number.
3. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.

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